

7 November 1949

TO : Chief, Training Staff
 FROM : Communications Instructor
 SUBJECT: Monthly Training Report

1. The chart below indicates the progress of each student for the second monthly period ending 5 November 1949:

<u>NAME</u>	<u>SENDING</u>	<u>RECEIVING</u>	<u>B. ELECTRICITY</u>
	8 WPM	8 WPM	C+
	14 WPM	12 WPM	C-
	14 WPM	14 WPM	C+
	10 WPM (bug)	24 WPM (mill)	B+
	12 WPM	14 WPM	E
	8 WPM	4 WPM (spaced)	E
	11 WPM	15 WPM	C
	11 WPM	8 WPM	E
	12 WPM	8 WPM	B+
	10 WPM	14 WPM	C
	20 WPM (bug)	24 WPM (mill)	A
	11 WPM	17 WPM	B-
	12 WPM	20 WPM	B
	13 WPM	15 WPM	A-
	10 WPM	5 WPM (spaced)	E

2. The code speed [redacted] slow when compared with most of the class, but they are showing progress having progressed from a spaced to a normal tape. [redacted] still copying spaced tapes and show very little progress. [redacted] is finding code difficult to master. In spite of many extra hours of practice and a sincere effort to get ahead he is making very little or no headway.

3. Progress in basic electricity is slow and due mainly to two reasons: 1. Lack of training personnel and 2. Technical inaptitude and poor educational background of some students. As the course progresses, the need for additional staff members becomes more apparent. It is physically impossible for one man

Each week a test is given which covers the work previously given. Grading fifteen test papers requires a lot of time [redacted] culty again. Because of this personnel problem we are unable to take full

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ATTACHMENT 3 (Cont'd.)

advantage of our time and building facilities. The second reason for slow progress is due mainly to four students whose low grades can be seen on the progress chart. In spite of the material being presented in the simplest manner possible and the numerous repetitions, some students find it difficult to comprehend what is being given. To this date no new subjects have been given until everyone in the class thoroughly understood what subjects had already been covered. This meant holding the majority of the class back. A great problem being encountered in this respect [redacted]

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[redacted] sub-
[redacted] Three students are weak in simple mathematics and one student has trouble reading and [redacted] These students are being given extra time in an effort to rectify these weaknesses. Still other students are not putting forth their best effort because of an apparent lack of interest in the course. In the future if these students continue to lag behind the majority of the class it will be necessary to either leave them behind or split the class into two groups. At present splitting the class would be very difficult because of the personnel shortage.

(Signed)

[redacted]

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Communications Instructor

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